

Clerical and Office Branch
General Clerical Group
Parking Enforcement Series

PARKING ENFORCEMENT CONTROLLER

03/91

Characteristics Of The Class:

Under general supervision, enforces parking regulations and other ordinances in an assigned area of the City; and performs related work as required.

Examples Of Duties:

Patrols an assigned area to issue parking tickets and other citations as authorized; chalks tires of vehicles parked in unmetered spaces, records time and returns at specified intervals to ticket violators; reports parking meters found to be out of order; observes and reports stolen and wanted vehicles.

Informs the public on the proper use of loading and parking zones; answers citizens' questions concerning public transportation services, points of interest, building and establishment locations; appears in court as required.

Performs routine clerical work as assigned.

Minimum Qualifications

Training and Experience: Graduation from high school and one year of experience in work involving public contact; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of traffic codes and parking regulations.

Ability to enforce parking regulations tactfully, firmly and impartially; ability to follow oral and written instructions; ability to deal with the public courteously; ability to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, orally and in writing.

Physical Requirements: Patrols designated area; must access between parked cars to issue parking citations; exposure to all kinds of weather; exposure to irate citizens; must pass rigid physical examination.

Director of Personnel

Department Head